



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY — DOWNEY, CALIFORNIA 90242
(562) 940-2501



RICHARD SHUMSKY
Chief Probation Officer

July 8, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVE A CONTRACT FOR OPERATION READ PROGRAM LITERACY TUTORING CENTER SERVICES TO MINORS FOR THE COUNTY OF LOS ANGELES PROBATION DEPARTMENT

(3 VOTE; FIFTH SUPERVISORIAL DISTRICT)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached contract with the Asian Youth Center to coordinate and provide literacy tutorial and related services to at-risk youth in a targeted area within the County of Los Angeles, in the amount of \$131,400, to commence following Board approval through June 30, 2005.
2. Instruct the Chair, Board of Supervisors, to sign the attached contract.
3. Delegate authority to the Chief Probation Officer to execute contract modifications not exceeding ten percent (10%) of the contract amount and/or one hundred eighty (180) days to the period of performance pursuant to the terms and conditions in the contracts, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDATION ACTIONS

The purpose of the recommended actions is to obtain Board approval of a contract with the Asian Youth Center on a sole source basis to continue providing literacy services in the San Gabriel and Antelope Valley areas in the Fifth Supervisorial District. These services are currently being provided under a purchase order. Since the Department

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has exhausted its delegated purchasing authority for these services, a sole source contract is recommended for approval.

FISCAL IMPACT/FINANCING

The recommended contract amount of \$131,400 is included in the Probation Department's FY 2004-2005 Budget. Consequently, no additional net County cost is required to fund the recommended contract. In addition, the proposed contract includes provisions for non-appropriation of funds and budget reduction provisions.

Implementation of Strategic Plan Goals

The recommended Board action is consistent with the Countywide Strategic Plan Service Excellence Goal #1 and Children and Families' Well-Being Goal #5. Implementation of the recommendations will enable the Department to continue providing literacy services to youth that will encourage them to make positive changes and take steps towards personal development.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In November 1999, your Board approved the Long-Term Family Self-Sufficiency (LTFSS) Plan which included forty-six (46) projects to assist CalWORKS participants and, in some instances, low-income families not receiving CalWORKS services to achieve long-term self-sufficiency. The Probation Department was the lead agency for Operation READ, Project #25 and, in conjunction with the Department of Public Social Services, was instructed to return to your Board for approval of an implementation plan for the projects involving CalWORKS Performance Incentives funding. On March 7, 2000, your Board approved the LTFSS implementation plans for Operation READ, Project #25. Subsequently, on July 25, 2000, your Board approved ten (10) community based organizations (CBOs) to coordinate and provide literacy tutorial and related services to targeted at-risk youth at Literacy Tutoring Centers (LTCs) in targeted areas within the County of Los Angeles. As a result of budget curtailments, the LTFSS program funding ended on June 30, 2003, resulting in the termination of all the contracts.

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On June 23, 2003, your Board approved a motion to fund the Operation READ Program for FY2003/2004 with County general funds. To begin the services immediately and ensure that the program goals were met, the Probation Department proposed that the contracts be awarded on a sole source basis to contractors who held Operation READ contracts and had demonstrated an ability to provide the required services upon contract award. On November 12, 2003, your Board approved four (4) community based organizations (CBOs) to coordinate and provide literacy tutorial and related services to targeted at-risk youth at LTCs in four (4) targeted areas within Los Angeles County.

Since several agencies expressed an interest in providing services in the geographical area covering the Fifth Supervisorial District, a sole source contract was not recommended for award for that area. Instead, a competitive solicitation was done to provide services in the San Gabriel Valley through the purchase order process to expedite the provision of services, with the Probation Department providing additional services utilizing their staff in the Antelope Valley. The purchase order, in the amount of \$58,000, was awarded to the Asian Youth Center who provided services through June 30, 2004.

The FY 2004-2005 Proposed Budget included a curtailment to the Operation READ Program. However, on June 21, 2004 your Board restored the program curtailment.

The scope of work for the contracted services is to provide and coordinate the following services: 1) a Literacy Tutoring Center, 2) provide services at alternative sites such as, housing authorities, designated schools, and parks with an assigned Deputy Probation Officer, 3) tutoring to be conducted on a one-on-one basis, or in a group of up to 10 youth for a minimum of five hours per week; 4) provide daily required services as specified in the contract, and 5) provide services Monday through Friday, after school, or on weekends. The targeted at-risk youth must read at least two grade levels below the standard for their age (10-17.5 years), with priority being given to the older youth who are functioning below the fourth grade level. The scope of work includes coordinating and providing literacy tutorial and related services to targeted at-risk youth who are at home on probation, or who are in-home placement at the LTC in the geographical area covering the Fifth Supervisorial District.

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The proposed contract is in compliance with all Board, Chief Administrative Officer, and County Counsel requirements. County Counsel has approved the contract as to form.

These contracts have been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contract and during the life of the contract. The contract also contains County requirements regarding the hiring of participants in the GAIN/GROW program.

In accordance with the Chief Administrative Office memorandum dated March 2, 2000, the contract contains County requirements regarding contractor non-responsibility and debarment.

Since this is a sole-source contract, Prop A guidelines are not applicable. Consequently, there are no departmental employee relation issues and the contract will not result in a reduction of County service.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract.

Probation will not request the contractor to perform services, which exceed the Board approved contract amount, scope of work, and/or contract dates.

In accordance with the recently adopted Employee Jury Service Program, the contract contains County requirements regarding the provision of paid Jury service time for their employees. As required, the proposed contractor has also been instructed to register on Webven.

CONTRACTING PROCESS

In November 2003 the Asian Youth Center was issued a purchase order to provide the required services following a competitive process. The purchase order expired on June 30, 2004, and the Probation Department has exhausted its delegated purchasing authority for these services. Consequently the Probation Department is recommending

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a sole source contract for the required services. The Asian Youth Center has the required staff and resources necessary to immediately provide the required services.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of the recommended actions will result in the continuation of literacy services in the Fifth Supervisorial District. It is requested that the Executive Officer, Board of Supervisors, forward a copy of the executed contract to the following:

County of Los Angeles Probation Department
9150 E. Imperial Highway, Rm A-66
Downey, CA 90242
Attention: Yolanda Young
Contracts & Grants Mgmt Division

Asian Youth Center
100 West Clary Avenue
San Gabriel, CA 91776
Attention: May L. To

Respectfully submitted,



Richard Shumsky
Chief Probation Officer

Attachment

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c: Chief Administrative Officer
County Counsel